

**STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"**

Position Title:	Attorney
Position Number:	58101017
Division:	Director's Office
Bureau:	Office of Legal Services
Pay Band/Salary Range:	7/\$52,070 up to \$65,088/yr DOQ
Type of Employment:	Permanent/Full-time
Application Materials Required:	State Application, recent legal brief or memorandum, letter of interest
Union:	No
Location:	Helena
Hiring Supervisor:	Brenda Gilmer
Closing Date:	November 14, 2006

Role Summary and Duties: As an attorney with the Legal Services Office of the Department of Revenue, counsel will join a team of lawyers, paralegals, and support staff who are responsible for managing issues, policies, and cases related to a wide-range of state income, property, natural resource, sales, and excise taxes, including property valuation, tax collection and compliance, and bankruptcy, and the administration of liquor, tobacco, abandoned property, and other laws the department of revenue is responsible for administering. Legal Services cases are frequently complex with great precedential effect and substantial monetary value and often involve constitutional issues. The level of complexity and responsibility assigned to the position will depend on demonstrated experience and expertise. The position will be expected to assume responsibility for liquor and bankruptcy matters, which will require litigating issues in administrative proceedings, trial court hearings, and judicial appeals and providing counsel and advice to agency staff and management. All lawyers assume responsibilities across Legal Service's broad practice areas and all are responsible for researching and drafting legal opinions, drafting and reviewing legislation and administrative rules, and providing general legal counsel to the Department of Revenue.

Competencies: The incumbent must demonstrate skill and ability in litigation and legal practice, including legal research and writing, in analytical thinking, and in written and oral communications. The position requires knowledge of the general principles and practice of law, administrative and court procedures, and the legislative process. The position requires skill at developing positive customer relationships and commitment to meeting customer needs in a timely and accurate manner; the ability and willingness to continually seek greater efficiency in agency programs; being results driven and meeting changing requirements in work or direction; good judgment, the ability to make sound, well-informed decisions that result in fairness and consistency; assuming accountability for decisions and actions and following issues through to completion; and skill in taking action to create positive relationships with co-workers and business partners and to contribute to quality solutions.

Education and Experience: Graduation from an accredited law school is required. The successful applicant should be licensed to practice in Montana.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form

can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-958 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue
2. A recent legal brief or legal memorandum.
3. Letter of interest.
4. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Background Check: Applicants will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other Eligibility Requirements: Applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully

DEPARTMENT OF REVENUE

Reference Check Authorization Form

Applicants Name: _____
(please type or print)

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Revenue, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Revenue to contact any or all of my present or past employers and/or personal references.

I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Revenue.

Applicant's Signature: _____ Date: _____